

Assignment title	Job Roles and Functions in Business
Assessor	B Hughes
Date issued	
Final deadline	
Duration (approx.)	4 hours
Qualification suite covered	BTEC Level 1/Level 2 First Award in Business
Units covered	Unit 8: Recruitment, Selection and Employment
Learning aims covered	Learning aim A: Know about job roles and functional areas in business
Scenario	You are working for a recruitment consultancy. You have been given the task of producing a leaflet for potential employees. To do this, you will need to investigate roles and functional areas in two contrasting businesses with different organisational structures. You will need to describe the responsibilities of two job roles and explain the purpose of the different functional areas, comparing these and analysing the impact of the organisational structure on the job roles and functional areas. Your work must include reference to examples of real businesses.
Task	<p><b>Purpose of functional areas</b></p> <p>You have been asked to produce a leaflet that explains to potential employees how the structure of a business affects the job roles and functional areas within the business.</p> <p>To do this, you will need to identify <b>two</b> contrasting businesses. To provide a suitable contrast, the businesses should have different organisational structures, such as one small and one large business. These should be businesses which you can easily research – for example, a business you have visited, where you work part-time or where you have had work experience.</p> <p>For each business you have selected, identify the different functional areas within the business and explain the purpose of each functional area.</p> <p>Then, for each business, identify and describe <b>two</b> job roles from different functional areas. Compare the <b>four</b> job roles and their responsibilities (i.e. two from each business), identifying similarities and differences.</p> <p>Finally, for <b>one</b> business, analyse how the organisational structure affects the job roles and functional areas within the business. To do this, you should:</p> <ul style="list-style-type: none"> <li>• analyse how the structure contributes to achieving the aims and objectives, showing the importance of the relationships and interactions between the functional areas</li> <li>• analyse how the organisational structure impacts on job roles</li> <li>• analyse how the organisational structure impacts on the functional areas.</li> </ul> <p>Include relevant examples to support your statements.</p>

Evidence you must produce for this task	<ul style="list-style-type: none"> <li>• A leaflet.</li> </ul>	
Criteria covered by this task		
To achieve the criteria you must show that you are able to:	Unit	Criterion reference
Explain the purpose of different functional areas in two contrasting businesses.	8	2A.P1
Describe the responsibilities of two different job roles in two contrasting businesses.	8	2A.P2
Compare two job roles and responsibilities from different functional areas in two contrasting businesses.	8	2A.M1
Analyse the impact of organisational structure on job roles and functional areas in a selected business, using appropriate examples.	8	2A.D1

Sources of information	<p><b>Textbooks</b> Bentley, P., Carysforth, C., Chandler-Corris, L., Glencross, K. and Nield, M. (2012), <i>BTEC First Business Student Book</i>, Harlow: Pearson, 978-1-44690-136-6.</p> <p><b>Websites</b> <a href="http://www.bized.co.uk">www.bized.co.uk</a> Information about business, including business organisation and functional areas.</p> <p><b>Note to assessors</b></p> <p><b>We are committed to ensuring that teachers/tutors and learners have a choice of resources to support their teaching and study.</b></p> <p><b>We would encourage them to use relevant resources for your local area such as local employers, newspapers and council websites.</b></p> <p><b>Resources from various publishers are available to support delivery and training for all Pearson and BTEC qualifications so that learners and teachers/tutors can select those that best suit their needs.</b></p> <p><b>Above are some examples of textbooks and websites. Further useful resources may be found at <a href="http://www.edexcel.com/resources/Pages/default.aspx">www.edexcel.com/resources/Pages/default.aspx</a>.</b></p>
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If you have not achieved the Level 2 criteria, your work will be assessed to determine if the following Level 1 criteria have been met.		
To achieve the criteria you must show that you are able to:	Unit	Criterion reference
Describe the purpose of two functional areas in two contrasting businesses.	8	1A.1
Identify the responsibilities of two different job roles in a selected business.	8	1A.2